

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND FAMILY SERVICES
DIVISION OF MANAGEMENT & TECHNOLOGY
BUREAU OF FISCAL SERVICES

INTERIM RECONCILIATION BULLETIN 05-01

TOPIC: FY05 Interim Reconciliation Bulletin	ISSUE DATE: 9/28/04
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Background

The Department of Health and Family Services is required to conduct periodic reconciliations of fiscal data with the Department of Administration. To facilitate this overall process, the Bureau of Fiscal Services attempts to control the data entered into the Fiscal Management System and the Department of Administration System.

Procedures

To control the entry of data into both accounting systems for the quarterly interim reconciliation, please review the attached schedule to this communication. Special attention should be directed to the following areas:

Keying Cutoff Dates
Submission of Deposit Vouchers and CR Preparation
Submission and Approval of Journal Vouchers.

BFS releases interface documents to DOA the day after they are keyed. They appear on the WiSMART suspense file and are part of the respective reconciliation. Once BFS receives the material from the organizations, approvals are applied in WiSMART and checks are received for mailing. The sooner the materials are received from the organizations, the sooner checks will be mailed. DMT-188's and related data should be submitted PROMPTLY.

	<u>Oct 2004</u>	<u>Jan 2005</u>	<u>Apr 2005</u>
Online keying cut-off date. No entry may remain on hold at close of business on this date. Applies to delegated and BFS keyers.	10-28-04	1-28-05	4-28-05
Last day to enter documents into FMS for each respective reconciliation.	10-28-04	1-28-05	4-28-05
FMS SYSTEM is not available for keying the last working day of the month.	10-29-04	1-31-05	4-29-05
<u>To match</u> data keyed into FMS, entries <u>can</u> be made into <u>WiSMART</u> on the last working day of the month.	10-29-04	1-31-05	4-29-05
RE, RM, and WO, ARS documents, can be entered into WiSMART on last working day, as they are not entered into FMS and will not affect reconciliation between DHFS/DOA.	10-29-04	1-31-05	4-29-05
During reconciliation periods, those who prepare documents must pay special attention to the fact that no documents are submitted which include invalid account distributions, since the time required to validate the account distribution may prevent the entire document from processing before cut-off.			
DHFS Payroll and Fringe documents included in reconciliation identified by payroll number.			
Last payroll and fringe included in reconciliation.	PR22-B	PR03-B	PR09-B
FMS General Ledger Post Schedule GL Post of FMS transactions through cutoff date	10-28-04	1-28-05	4-28-05
Post of FCM transactions processed in WiSMART	11-1-04	2-1-05	5-2-05
Accounting Systems Manager to correct GL post rejects. Monthly reports to be printed overnight.	11-1-04	2-1-05	5-2-05
Production Services to run reconciliation reports. (Reports will <u>not</u> be printed until BFS approves.)	11-2-04	2-2-05	5-3-05
Available Funds File rebuild	11-2-04	2-2-05	5-3-05
Reconciliation reports provided to BFS Staff by 8:00 A.M.	11-3-04	2-3-05	5-4-05
Monthly reports distributed	11-3-04	2-3-05	5-4-05

Invoice Vouchers on Tape (IN and IC)	<u>Oct 2004</u>	<u>Jan 2005</u>	<u>Apr 2005</u>
If the BFS Processing Section is to key documents, they must be to Processing by these dates by 4:00 P.M. to ensure inclusion in the respective reconciliation. If, at any time, it appears documents cannot be entered by the deadline, BFS Processing keyer is to contact the respective lead accountant to discuss the situation.	10-22-04	1-24-05	4-22-05
Any document successfully entered into FMS by close of business will be part of the FMS-DOA reconciliation. This pertains to keying by Processing, BFS Leads, or their assistants.	10-28-04	1-28-05	4-28-05
Preaudit Section will forward interface data to DOA by 12:00 Noon (including CARS tapes).	10-29-04	1-31-05	4-29-05

Deposit Vouchers and Remittance	<u>Oct 2004</u>	<u>Jan 2005</u>	<u>Apr 2005</u>
All deposit vouchers, all cash/checks, and journal vouchers clearing the 975 entry on the deposit voucher must be received in BFS by 4:00 P.M.	10-27-04	1-27-05	4-27-05
BFS will key all deposit vouchers by close of business on the cutoff date.	10-28-04	1-28-05	4-28-05
BFS must enter CR documents for WiSMART by close of business. Pertains only to deposit vouchers entered in FMS by the FMS cutoff dates.	10-29-04	1-31-05	4-29-05
BFS leads to ensure acceptance of CR document into WiSMART and ensure documents (DV and JV, if possible) have been entered into FMS--close of business. Treasurer's Office may need to be contacted to ensure 5th level of approval is applied.	10-29-04	1-31-05	4-29-05

Journal Voucher and Correction Transfers	<u>Oct 2004</u>	<u>Jan 2005</u>	<u>Apr 2005</u>
Journal vouchers to be included in reconciliation and month end reports should be sent to BFS by close of business on this date. Journal vouchers received after these dates can still be included in the reconciliation provided it is cleared with your lead accountant and the document is successfully entered into FMS by the keying month end reconciliation deadline.	10-21-04	1-21-05	4-21-05
<u>If</u> the BFS Processing Section is to key documents, they must be to Processing by these dates by 4:00 P.M. to ensure inclusion in the respective reconciliation. If, at any time, it appears documents cannot be entered by the deadline, BFS Processing keyer is to contact the respective lead accountant to discuss the situation.	10-22-04	1-24-05	4-22-05
Any JV to be included in the reconciliation must be successfully keyed into FMS by close of business. This pertains to keying by Processing, lead accountants, or their assistants.	10-28-04	1-28-05	4-28-05
PreAudit release all interfaced transactions to DOA by 12:00 Noon.	10-29-04	1-31-05	4-29-05

	<u>Oct 2004</u>	<u>Jan 2005</u>	<u>Apr 2005</u>
All CT's received by Preaudit by 8:00 A.M. will be released to DOA by 12:00 Noon on this date.	10-29-04	1-31-05	4-29-05